

Microsoft Word – Level 1 (Basic) – 1 day

In the course Microsoft Word level 1 you will learn how to create, edit, and format standard documents in Microsoft Word. Save time on your daily work. Learn all the tips and tricks so you can work more efficiently.

In Microsoft Word level 1 all basic aspects of Word are addressed. So prove paragraphs to be the basis of almost all problems you may encounter. By a simple click a whole new world of Word opens.

Prerequisites for this course are knowledge of the operating system Windows 2000/XP/Vista/W7/W8).

Content

Creating a Word document

- The user interface
- The button “Tell me what you want to do” (only in Office 2016)
- Customize the Quick Access Toolbar
- Insert text
- Saving a document
- Open a document in the different modes
- Printing a document
- Use the Help system

Edit a Word document

- Navigate in a document
- Selecting text
- Editing text
- Undo changes
- Copying and moving text
- Find and replace text

Formatting text in a Word document

- Change character formatting
- Using styles
- Changing paragraph formatting
 - Indent
 - Line and Paragraph spacing
 - Tab settings
 - Bullets and numbering
 - Borders and shading

Tables in a Word document

- Creating a table
- Editing a table
- Formatting a table
- Convert Text to table (vv)

Special characters en graphical objects

- Inserting symbols and special characters
- Inserting pictures and ClipArt
- Set and change Wrap Text settings

Page Layout

- Determine the layout of a page
- Page border and page color
- Watermark
- Header and Footer

Proofing tools

- Check Spelling en grammar
- Use and modify AutoCorrect options
- Using Thesaurus

Sharing and working together

- Sharing by email / SharePoint (only in Office 2016 and Office 365)

For more information: www.westhaghe.com